

User Guide

For

NOAA Prioritization, Allocation and Scheduling System (PASS)

**National Marine Fisheries Service
Office of Science and Technology
Science Information Division**

November 05, 2012

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Revision History

Version	Date	Changed By	Description
1.0	Oct. 19, 2012	Wei Qiu	Initial Draft
	Oct. 22, 2012	Allen Shimada	Updates
	Oct. 27, 2012	Tina Chang	Updates
	Oct 31, 2012	Michael G, Bill O	Reviewed and commented
1.1	Nov. 02, 2012	Tanu Netzel	Updates to style and format
	Nov. 03, 2012	Allen Shimada	Updates
	Nov. 04, 2012	Tina Chang	Version 1.1 Final Review
	Nov. 05, 2012	Henny Winarsoo	Made corrections and additions to the user list per A. Shimada's confirmation

1. Introduction

The Prioritization, Allocation and Scheduling System (PASS) web-based enterprise application is a NOAA business process initiative to: (1) promote efficiencies in the annual cycle of submitting and collecting NOAA Ship Time Requests (NOAA Form 57-11-01); (2) establish a rolling three-fiscal-year database of Fleet Working Group (FWG) certified project requests; (3) provide online tools to adjust Line Office (LO) sea days and project budgets based on changing OMAO base-funds and LO program-funding scenarios; (4) support alternative project scheduling on the NOAA Fleet; and, (5) output draft Fleet Allocation Plans (FAP).

PASS is currently hosted by the NMFS Office of Science and Technology, Science Information Division (ST6) and can be accessed by using NOAA LDAP ID. The PASS application is optimized for Internet Explorer and Firefox Web Browsers.

1.1. Document Purpose

This is the User Guide for the PASS Online Application system.

The purpose of this document is to provide information to the users of the PASS system on how to enter and manage information contained in the system. It also provides detailed guidance, including text instructions and screenshots.

1.2. Contact Information

If any technical assistance is required in operating the PASS system, please contact Wei Qiu at NOAA Fisheries' (NMFS) Office of Science and Technology by email at Wei.Qiu@noaa.gov.

2. System Access

The PASS system login page is accessible online by any computer with an Internet connection and a supported web browser. See the System Requirements for a list of supported browsers. Login privileges and access rights within the PASS system are granted by the NMFS administrator.

2.1. System Requirements

In order to use the PASS system, your computer must conform to the following requirements.

Mozilla Firefox 3.5+ installed (work best), or Microsoft Internet Explorer 6.0+
JavaScript Enabled

Minimum Screen Resolution 800x600

Pop-ups allowed in browser for this application

2.2. System Login

Authorized users are currently allowed to access PASS. NOAA LDAP authentication is enabled to this system. For individuals who have NOAA email addresses, the NOAA email address and password will be used to login to PASS. Non-NOAA principal investigators will be provided a user id and password by the system administrator. PASS public read access would be provided in a later system update.

The PASS system is accessible at:

<https://www.st.nmfs.noaa.gov/pass>

This will open the PASS login screen shown in

Figure 1.

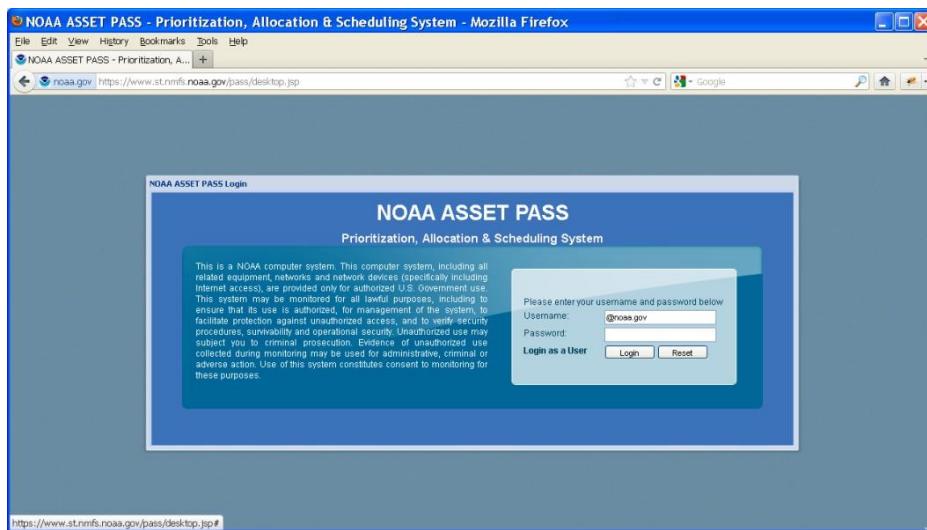


Figure 1 - Login Screen

Please provide either the NOAA email address and password, or the assigned user id and password to log in to the system.

2.3. User Access Privileges

The PASS system users fall into the following roles:

PASS User Roles

There are four roles in PASS: Principal Investigator (PI), Vessel Coordinator (VC), Line Office Representative (LO Rep), and OMAO Representative (OMAO Rep). All PASS users fall under one of four roles, which are granted hierachal privileges to read/write/approve/schedule ship time requests.

Principal Investigator (PI) – the originating LO project requestor initiating a completed Ship Time Request Form.

Vessel Coordinator (VC) – The organizational unit (laboratory or program) vessel coordinator responsible for collecting, validating and submitting the assembled package of “locally approved” ship time requests.

Line Office Representative (LO Rep) – accepts VC submissions, manages the portfolio of LO Ship Time Requests, and engages other members of the Fleet Working Group (FWG) through the annual process of drafting provisional and final FAPs for Fleet Council signature.

OMAO Representative (OMAO Rep) – chairs the FWG and maintains the “official” database of validated projects and final project budgets for executing each fiscal year FAP.

At any given time, only one user has read/write/edit control of an individual ship time request form or record. After a PI completes and saves the online request form, the PI then approves and submits it as a database request record. By approving the request, a user sends control of the record up to the next level in the PASS hierarchy. At this time, the next level, a VC, for example, will be able to read/write/edit the ship time request if modifications are needed. If there is an issue, the VC can reject the request. By rejecting a request, a user returns control of the request down to the next lower level in the hierarchy. At this point, the user at the lower level would be able to modify the request and resubmit it. All PASS users have read privileges and view all submitted database records at any time.

2.4. Roles and Request Workflow

Figure 2 presents the PASS user roles and workflow:

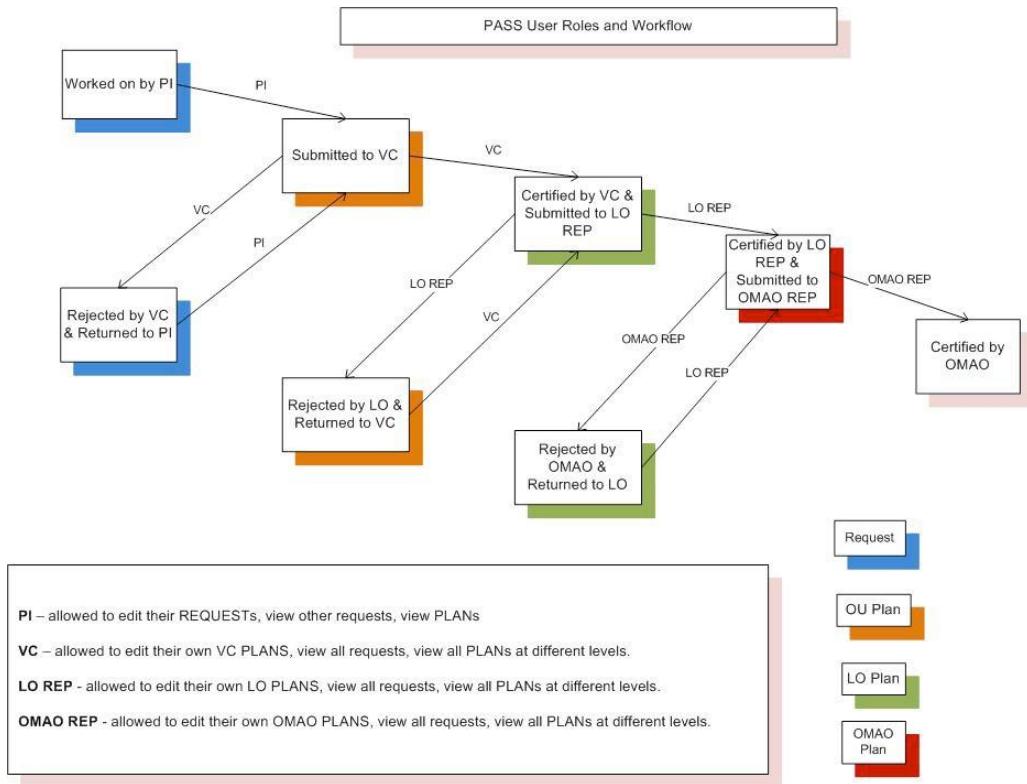


Figure 2 – A schematic illustration of PASS user roles and ship time requests workflow

A description of the workflow follows.

PI completes online NOAA Form 57-11-01, saves data entry as a new **PI Ship Time Request record**. The PI then approves and submits the request to their local Vessel Coordinator. Once submitted to VC the PI request record is locked and can't be revised by the PI unless rejected by the VC and returned to the PI. PI's can view all PI requests, ship schedules, and draft FAPs created at higher PASS levels.

[Note: the online form is archived with its original data and only the submitted request record is amended as it moves through the next higher user role.]

VC assumes control of PI request records and makes any necessary changes to data fields, and submits confirmed organizational unit package (**VC Request records**) to the LO Rep. Once submitted the records are locked and can't be revised by the VC unless

rejected by the LO Rep and returned to the VC. VC's can view all PI requests, ship schedules and draft FAPs created at higher PASS levels.

LO Rep assumes control of VC request records. The LO Rep can make changes to data fields, reject individual requests, add or remove projects from draft schedules, and inputs LO budget for program-funded sea days. The LO Rep validates the final LO project schedule and submits the LO Plan (***LO Request records***) to the OMAO Rep. Once submitted, LO requests are locked and can't be revised unless rejected by the OMAO Rep and returned to the LO Rep. LO Reps can view all PI requests, ship schedules, and draft FAPs created at all PASS role levels.

OMAO Rep assumes control of LO request records and maintains the FWG master file. The OMAO Rep can view PI requests and draft project schedules created at all PASS role levels. The OMAO Rep inputs planned dockside maintenance and shipyard periods, fleet inspection and associated OMAO transit days. The OMAO Rep provides and/or inputs initial OMAO budget allowances (base-funded days, variable day rates) into the PASS Budget Tool.

3. PASS Online Modules

After signing in using the provided user id and password, users are taken to the PASS Desktop and the four tool modules.

3.1. PASS Desktop and the Tool Modules

Once a user signs into the PASS online application, they can access the PASS Desktop and the four tool modules shown in Figure 3.

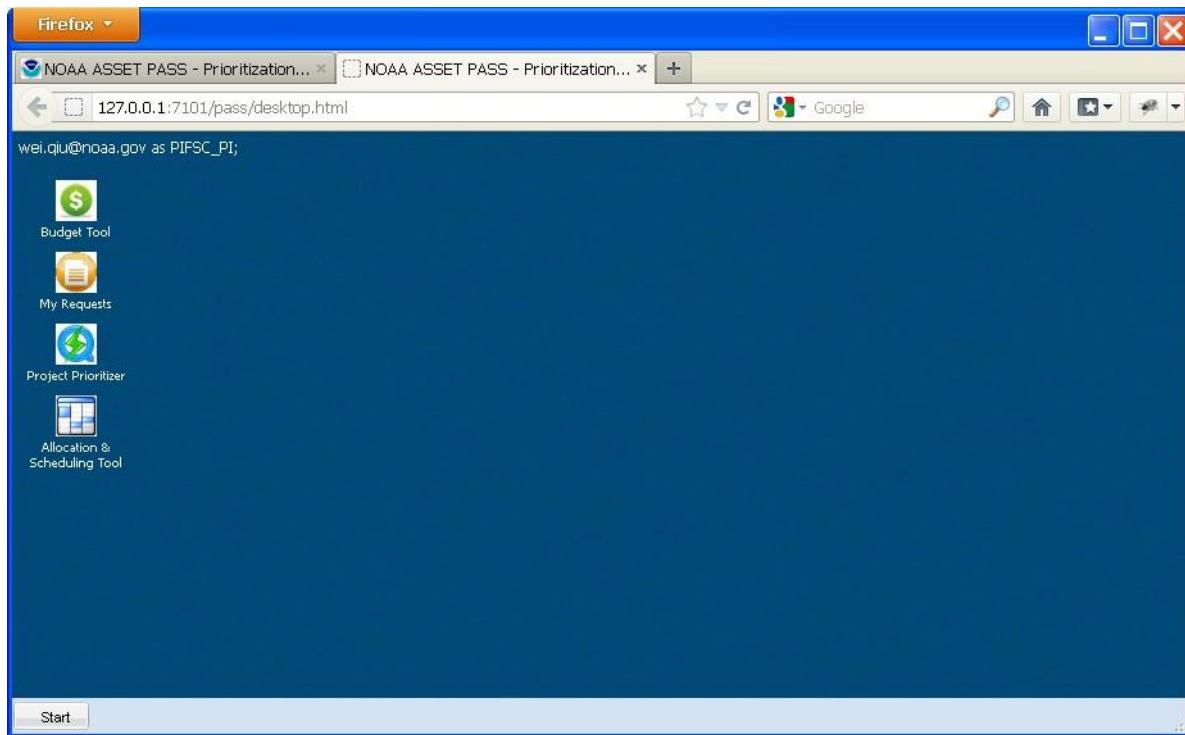


Figure 3- PASS Desktop and PASS Tool Modules.

PASS User Manual – Online user's guide and software documentation.

Budget Tool – Allows input of annual budget parameters: NOAA Fleet O&M Budget, OMAO base-funded sea days for OMAO operational needs, OMAO Variable Day Rates for NOAA Ships, Line Office program-funded science mission days-at-sea. The tool captures total project costs from base-funds and program-funds for the requested ship platform, and the number of operational sea days and science mission days-at-sea planned or scheduled.

Ship Time Requests Tool – Provides an online **Request Form** (Form 57-11-01) with user entered data fields and drop-down lists. PI's save completed Form data file to the Oracle database as a **Request Record**. PI's submit completed records to their local VC. The database record is locked once the file is passed to the VC. If the original request record is rejected by the VC it is returned to the PI for changes, otherwise only the VC has editorial rights over their **Project Ship Plan Record**. Any authorized PASS user may retrieve database ship plan records for inspection.

Project Prioritizer Tool – Searches database by selected criteria (Fiscal Year, Line Office, Organizational Unit, Project Name), retrieves and displays validated/approved request records at different **PASS Schedule Levels** (VC Plan, LO Plan, OMAO Plan) of individual project ship plans. Retrieves Budget Tool data for NOAA Ships and calculates **Project Costs** based on OMAO base days (Fleet O&M) and program funded days-at-sea (@Variable Daily Rates). The tool displays a project priority grid from left to right (1 to N) and principal project attributes as movable project blocks. Projects may be shifted to any position in the grid to change priority ranking. A movable **Red Stop Block** sets the *total available funds limit*. Projects may be shifted to either side of the red block and in any order to derive overall Fleet and LO budget estimates for alternative project schedules.

Allocation & Scheduling Tool - Loads confirmed/approved project blocks to NOAA Ship schedules; displays a summary table of Fleet O&M, OMAO base days, Line Office program-funded days-at-sea, and Line Office program costs. The tool saves and outputs draft FAPs.

4. Logging into PASS using a Principal Investigator Role (PI)

4.1. Login as a PI

If your PASS account is granted the PI role, you can login and work as a PI. You can either create a *new Ship Time Request Form*, or retrieve an *existing Ship Time Request Record*.

[*Note: Line Office Ship Time Requests submitted to OMAO's FY13-FY15 data call have been loaded to the Oracle database.*]]

Completed records are saved and submitted for clearance to the next higher PASS role level (i.e. laboratory or program VC).

Go to the PASS web site	Notes:
You should get a web page like Figure 1.	This is the PASS login screen.
Type your NOAA email account in the username box (or your system id).	
Type your NOAA email account password in the password box (or the password provided to you).	
Click on the ' Login ' button.	
You should get a web page like Figure 3.	This is the PASS desktop screen.

4.2. Create a New Ship Request Form or Edit an Existing Ship Time Request Record

To start a new project request, double click the “Ship Time Requests” icon from the main application desktop (Figure 3). The Ship Time Request tool opens with two screen panels.

Figure 3 – Ship Time Requests Tool Window

The left screen panel provides user with ability to select search criteria for existing request records. Entering Fiscal Year, Line Office, Org Unit, Vessel Type, Vessel, Project Name, or Filter on this panel will display the corresponding request results. On the right panel screen, a blank NOAA Form 57-11-01 displays. Bookmark links on the left side of the form provides shortcuts of the sections of the form. User can click the link to go to that section directly. The highlighted links (red) are frequently used fields. The panel bar can be moved left or right, using Windows Explorer. More on how to use the Search function, Create, Edit/Modify, and Clone is described in the following sections.

4.3. Select an existing Record

Select search criteria, for example, Fiscal Year “2013,” click the “Search” button. The Fiscal year 2013 records will display at the left panel of the screen (Figure 4b). Please also reference section 1.2.2 Retrieve an *Existing* Ship Request Record for more detailed information.

The screenshot shows a Windows application window titled "Ship Time Requests". On the left, a "Ship Time Request Search" panel displays a list of project requests. One record is selected, showing details like "ACL Surveys in Commonwealth of the Northern Marianas Islands - Reef Fish Survey" and "Subr to OL". On the right, a "Ship Time Request Form" panel is open, titled "Manage Ship Request Status". It contains fields for "Requested Fiscal Year" (2013), "Originating Office" (NMFS), "Date of Request" (2011/10/01), and "ReCap Activity" (Fish stock assessments). A large text area for "Project Description" contains the survey details. The top right of the form includes the NOAA logo and "U.S. DEPARTMENT OF COM NATIONAL OCEANIC AND ATMOS ADMINIST". A sidebar on the right lists various project fields with asterisks indicating required fields.

Figure 4 – Archived Project Requests and Retrieved Ship Time Request Form Detail

4.4. Modify an existing Record

At this point, PI's can identify an existing record to be worked on by double-clicking “Select” to retrieve a prior year Ship Time Request record (the highlighted record on the left panel is a selected record in this instance). The detailed information of the selected record is displayed on the right panel within the Ship Time Request Form. At this time the PI can make new changes, and click the “Save” at the top portion of the request form panel as an updated request record

[Note: insert new date of changes to flag as a new saved request].

Please also reference section 1.2.4 Edit and Save a *Modified* Ship Request Record for more detailed information. **An asterisk “*” identifies a mandatory field and cannot be left blank.**

4.5. Clone a new Record

Alternatively, a PI can create or “Clone” a new Ship Time Request from an existing record by click the “Clone” button on the top right panel of the screen, after selecting a record; or simply fill out a “New” Ship Time Request Form and “Save” under the appropriate fiscal year data call. Please also reference section Clone a *New* Project Request from an Existing Ship Request Record for more detailed information.

4.6. Submit a Request

The screenshot shows a software interface titled "Ship Time Request Form". Under the heading "Manage Ship Request Status", there are two main sections: "Current Status" and "New Status". The "Current Status" section contains the text "Worked on by PI" and "Status Comments: Initial Revision. (read-only)". The "New Status" section has a dropdown menu set to "-- select --" and a text area for "Status Comments" with the button "Submit". At the bottom of the form are buttons for "Save", "Reload", "New", "Clone", and "Delete".

Figure 5 – Ship Time Request Form Functions

After a new record is created and final, it is ready to be submitted. The Figure (5) shows the submit screen. The PI should select a record status from the New Status drop down list and select appropriate level for review, enter a status comments, than, click the “Submit” button. Please also reference the section (4.2.6).

4.2.1 Create a *New* Ship Time Request Form.

Double click the “ Ship Time Requests ” icon on the PASS Desktop, it will open up a blank ‘ Ship Time Request ’ window (Figure 4a.).	Note The system will display Figure 6 – Ship Time Requests Tool Window.
In the right window panel find “ Ship Time Request Form .” Create a new Ship Time Request Form by selecting “ New ” under “ Edit Ship Request Record .”	NOTE: a new record can also be created using Clone feature for similar ship schedule of the previous year. Please reference 4.2.5 “Clone” a <i>New</i> Project Request from an Existing Ship Request Record for how cloning works.
Enter data fields per Form Instructions.	An asterisk “*” identifies a mandatory field and cannot be left blank.
Save completed Ship Time Request Form by clicking on “ Save .”	
A new Ship Time Request Record will show up in the left panel grid of database project requests.	

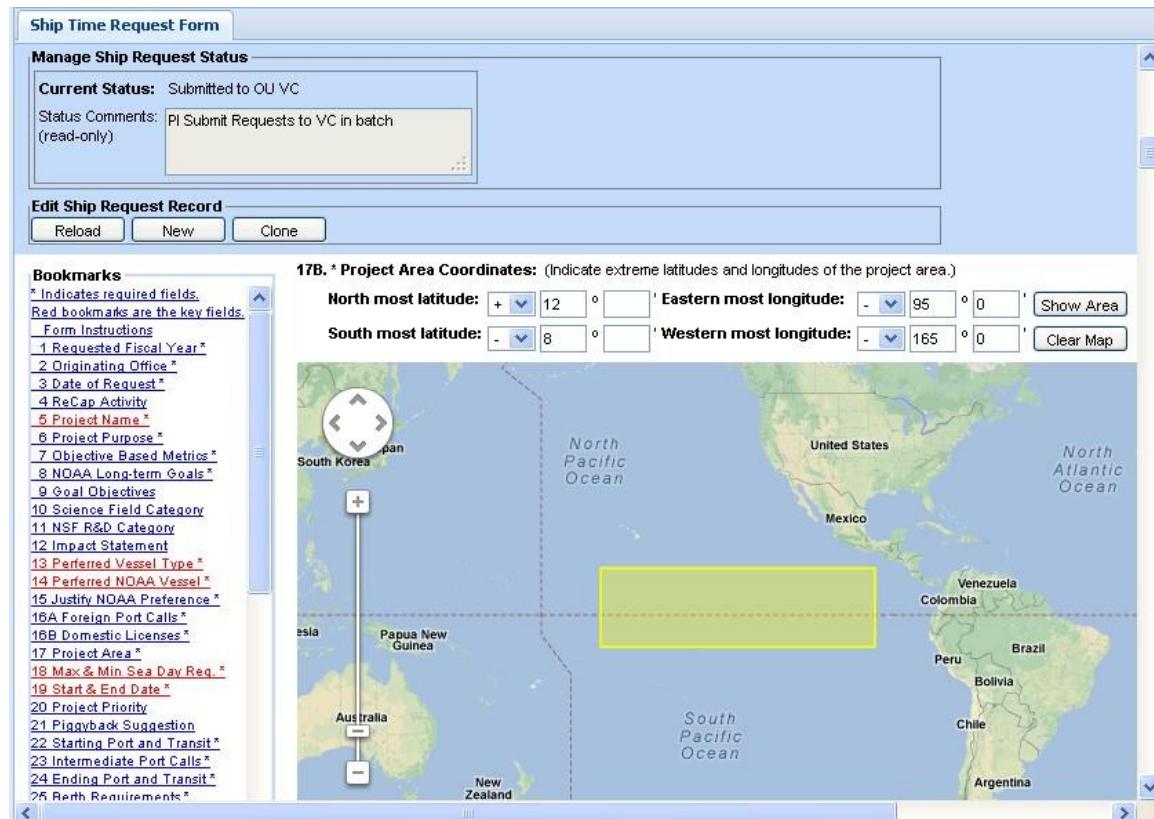
4.2.2 Retrieve an *Existing* Ship Request Record

Double click the “ Ship Time Requests ” icon on	Note
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the PASS desktop, it will open up the ‘Ship Time Request’ window (Figure 4a.).	
In the left “Ship Time Request Search” panel, Set your search criteria by selecting Fiscal Year, local Org Unit, Vessel Type, Project Name, etc.	e.g. Fiscal Year = 2013 Org Unit = PIFSC
Click on the “Search” button and the search result will show up in a lower left grid of archived database project requests.	
Select a Ship Time Request Record by clicking on the “Select” icon  in the first column.	
The selected record will populate the Ship Time Request Form data fields in the right panel.	The display would be similar as Figure 7 screen shot.

4.2.3 Ship Time Request Form Bookmarks

Bookmark links provide shortcuts to the Form data fields, shown on the left of the screen shot in Figure 6 below. This feature is provided for easy navigation of the NOAA 57-11-01 Form. Red bookmarks highlight the key data fields most commonly edited at higher PASS role levels.



The screenshot shows the 'Ship Time Request Form' interface. At the top, there's a 'Manage Ship Request Status' section with a 'Current Status: Submitted to OU VC' and a status comment: 'PI Submit Requests to VC in batch (read-only)'. Below this is an 'Edit Ship Request Record' section with 'Reload', 'New', and 'Clone' buttons. A vertical sidebar on the left lists 'Bookmarks' for various form fields, many of which are highlighted in red. These include fields like 'Requested Fiscal Year*', 'Originating Office*', 'Date of Request*', 'ReCap Activity', 'Project Name*', 'Project Purpose*', 'Objective Based Metrics*', 'NOAA Long-term Goals*', 'Goal Objectives', 'Science Field Category', 'NSF R&D Category', 'Impact Statement', 'Preferred Vessel Type*', 'Preferred NOAA Vessel*', 'Justify NOAA Preference*', 'Foreign Port Calls*', 'Domestic Licenses*', 'Project Area*', 'Max & Min Sea Day Req.', 'Start & End Date', 'Projected Priority', 'Piggyback Suggestion', 'Starting Port and Transit*', 'Intermediate Port Calls*', 'Ending Port and Transit*', and 'Health Requirements'. The main area features a map of the Pacific and Atlantic Oceans. A yellow rectangular box highlights a specific area in the central Pacific Ocean, likely representing a proposed project area. Input fields for 'North most latitude' (12°), 'South most latitude' (8°), 'Eastern most longitude' (95°), and 'Western most longitude' (165°) are visible above the map, along with 'Show Area' and 'Clear Map' buttons.

Figure 8 – Embedded Google Map displays proposed project areas

[Note: In the western hemisphere, longitude is negative. Latitude is negative in the southern hemisphere.]

4.2.4 Edit and Save a *Modified* Ship Request Record.

Edit the Form Request data fields.	Note
Click on the ‘Save’ button (Figure 4b.).	
To start over, you can click on the “Reload” button and reload the record currently saved in the database.	
The modified Ship Time Request Record will appear in the left panel database grid of archived ship time requests.	

4.2.5 Clone a *New* Project Request from an Existing Ship Request Record.

A new data call request can be created with preloaded data by “cloning” an existing request record, making necessary changes and saving as a new file record.

Click “Clone” button on a retrieved Ship Request Record	Note
Edit the Form Request data fields.	
Click on the ‘Save’ button (Figure 4b.).	
To start over, you can click on the “Reload” button, which will reload the record currently saved in the database.	
The new Ship Time Request Record will show up in the left panel database grid of archived ship time requests.	

4.2.6 PI Submits Ship Time Request to Organizational Unit (Laboratory, Program Office) Vessel Coordinator

Before submitting a PI request, ensure that the project’s sea day requirements, possible start and end dates, starting and ending ports, and transit and staging days reflect actual requirements.

The operational area sea day requirement (block 18) should include all days at sea necessary to complete the project, from the starting port to the ending port, reflecting the fact that partial day’s underway count as days at sea. Staging and de-staging days should only be counted if they are 24-hour days at the dock. A partial staging day (the day of arrival or departure, for example) should not be counted again as a staging day, since it will be counted as a day at sea. Staging days do not add to project ship time cost, but must be scheduled and accommodated within OMAO operational policies (e.g. mandatory rest days). Pure transit days must be accounted within the operational area sea day requirement (block 18).

If a ship departs Newport on May 1, arrives in San Diego May 4, stages on May 5, departs to start the survey on May 6, arrives in San Diego on May 15, departs on May 16 and arrives in Newport on May 19, the project has used 18 sea days and 1 staging day. The project started May 1 in Newport and ended May 19 in Newport. The transit days in blocks 22 and 24 document sea

days used purely to transport the ship. If some science objectives were accomplished while going to/from Newport, they should not be counted as transit days, though the days do count as part of the operational area sea day requirement (block 18).

Other than OMAO shipyard transits and trials, all days at sea are accounted to one project or another. LO Reps working with the OMAO Rep will agree to equitable distribution of transit days among scheduled projects, as required.

Select “Submitted to OU VC” from the “New Status” dropdown.	Note
Type notes in the “Status Comments” box.	
Click on the “Submit” button.	

[Note: the original request form record is archived in the database and a new project request record is submitted to the next higher PASS role holder.]

5. Edit / Validate Ship Time Requests in VC or LO Role

5.1. Login from Higher Pass Role Levels

Once a PI submits a completed Ship Time Request *form* and creates a database Ship Time Request *record*, the PI can no longer modify the record. The VC (or after VC approval, the LO Rep) can edit and manage subsequent schedule changes to project requests and “Save” as a **Project Ship Plan**.

Accessing the Allocation and Scheduling Tool

After PI submission of a ship time request it is ready for the VC to review, modify/change as necessary, and approve. A designated user (VC or higher) will access the **Allocation and Scheduling Tool (AST)** icon from the main desktop to begin. Double click the icon, the Allocation and Scheduling Tool screen will display as (Figure 7).

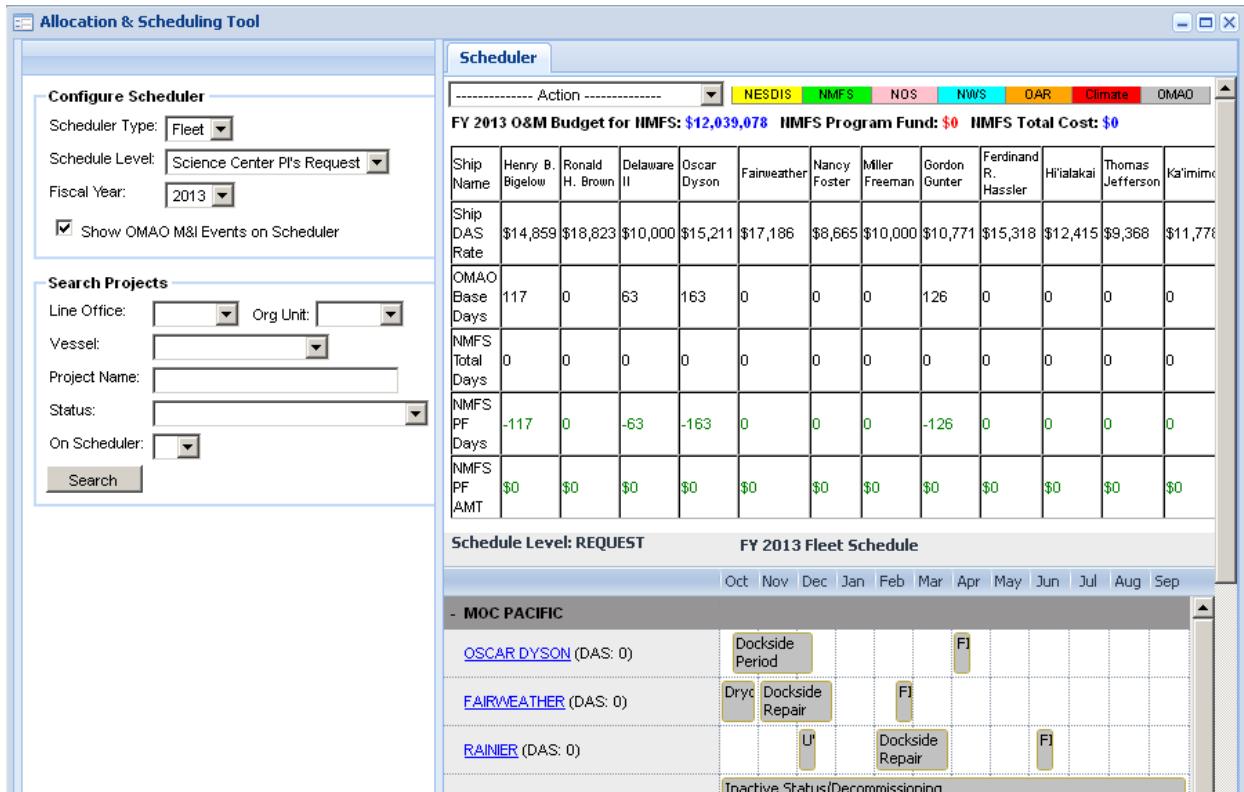


Figure 9 – Allocation and Scheduling Tool

The left screen panel is designated for search, and the right panel displays search results. On the initial screen of the upper right panel, the tool displays summary information about the requested ship schedules, and scheduled projects at the lower right panel. Fleet inspection, shipyard periods, dockside maintenance, and OMAO transit days are entered by the OMAO Rep and displayed in background. To retrieve ship schedules, enter search criteria on the left panel, and click the “Search” button. From more detailed information on how to retrieve the existing information, please also reference the section

5.2. Retrieve and View Oracle Database Ship Request Records

Vessels Coordinators or next higher level authorization can utilize AST to retrieve archived Ship Time Request records into a **Project Ship Plan window** (Figure 8) by clicking a smiling/sad face after the search is performed. Smiling Faces (yellow) represents the fact that the ship plans are currently in the schedule, and the Sad Faces (red) represents the fact that the ship plans are not in the current schedule. These records can be modified during planning and scheduling process. Only authorized role holders may make changes to key data fields of the Ship Plan Record. As project requests are added or removed, the right **Scheduler window panel** displays project blocks on a draft Fleet Schedule.

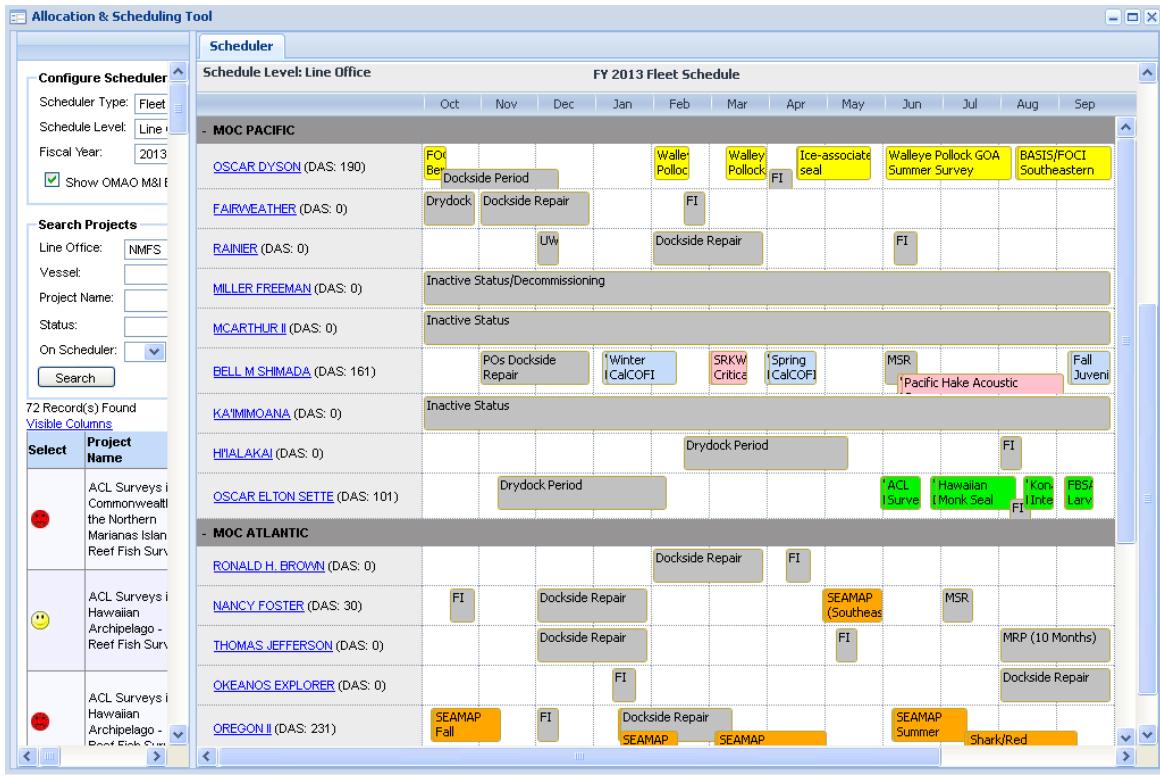


Figure 10 – Retrieved Project Requests and Ship Schedules

After the search is performed, results are displayed on the left panel as well as the right panel with the Fleet Schedule by organization, ship, DAS, and project (Figure 8). Each LO's requests are color coded, and the legend of these color codes are provided within the application. Please reference 2.1.1 to reference the approach to change Schedule Level and view records at other PASS role levels. On the left panel, smiling faces or sad faces will be displayed along each record. The smiling face represents the record on the schedule, and the sad face represents that the record is not on the schedule. To change ship schedules, click between the two faces. Please reference section 2.3 Edit or Update a Project Ship Plan Record for detailed information about modifying Project Ship Plans.

[Note: The OMAO Rep will enter the current fiscal year ship maintenance and Fleet inspection schedules and associated OMAO transit days using the Allocation and Scheduling Tool (AST). The OMAO events are automatically made visible to all User Role Scheduler levels.]

5.1.1 Access User Role Scheduler Plan Levels

When you open up the Allocation & Scheduling Tool, by default, the system shows the active project plans at the level determined by your role. For example, if you are a VC, then the scheduler will set to VC Level. At VC Level, you will only be able to see the plans that have been already submitted by the PI.

If VC needs to view pending requests not yet submitted to VC level, you need to change the Schedule Level to “**Science Center PI’s Request**” then click on the ‘Search’ button to return all active PI records.

If VC needs to view the Plans being worked by LO REP or OMAO REP, you need to change the Schedule Level to “**Line Office Rep Plan**” or “**OMAO Rep Plan**”.

If you are a PI, LO or OMAO Rep, please use the same approach to change Schedule Level to view records at other PASS role levels (Figure 9).

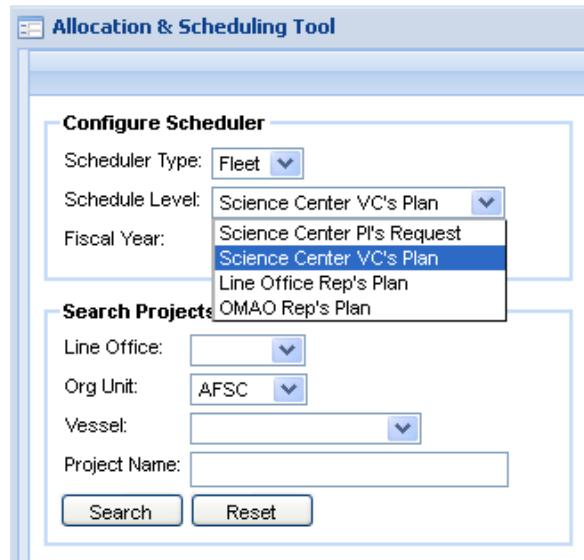


Figure 11 – Change PASS User Schedule Level Access

5.1.2 Retrieve and View Oracle Database Ship Request Records.

1. Select “Allocation & Scheduling” Tool	Note
2. In left window “ Configure Scheduler ,” enter “ Scheduler Level ” parameters to retrieve project records corresponding to PI Lists and PASS Schedule Plans created at different user roles into lower project grid.	Right window “ Scheduler ” will display selected projects on requested or assigned NOAA Ships.
3. In left window “ Configure Scheduler ,” enter “ Search Project ” parameters to retrieve relevant project records into lower project grid.	Right window “ Scheduler ” will display selected projects on requested or assigned NOAA Ships.
4. Select on “ Happy/Sad Faces ” to open individual Project Ship Plans.	Authorized personnel can utilize this feature to modify a specific project plan.

5. Click on the “Select” icon in the grid to open the Plan record in a popup window - “ Plan Edit Window ” Figure 8-9	Or click on the event bar on the scheduler to open the record in the Plan Edit Window
6. Make some changes to the Ship Plan.	
7. Enter some notes in the ‘ Revision Reason ’ Box.	
8. Click the ‘ Save ’ button to save the changes.	

5.1.3 Edit or Update a Project Ship Plan Record.

The VC and LO/OMAO roles are authorized to edit key data fields in the **Project Ship Plan Window** (Figure 10.) first by selecting on a smiling/sad face from the search results window (Figure 10).

[Note: Project funding sources are identified and funding amounts are captured in this window and managed at the LO or OMAO user role.]

Project Ship Plan

Add/Remove Plan	Manage Plan Status	Edit Ship Plan	Revision History
Line Office: NMFS	Org Unit 1:PIFSC ; Priority Order:14; Primary/Piggyback: Primary		
Piggyback Notes:	undefined		
Piggyback 1:			
Piggyback 2:			
Vessel Type:	NOAA vessel	Vessel: Hi'ialakai	Charter Vessel can be an Alternative: Y
Days At Sea:	21	Apply Max	Sea Days Min: 21
Time Period:	2013 Jun 1 00:00	-	2013 Jun 22 23:59
Staging Port:	Ford Island	Staging Days: 2	Transit Days from: 0
Destaging Port:	Ford Island	Destaging Days: 1	Transit Days to: 0
Intermediate Ports:			
Funding Source and Amount:	NMAO Fund \$	NOAA Program Fund \$	Non-NOAA Fund \$
Revision Reasons:			

Revision History

Date & Editor	Data Field	Old Value	New Value
2012/07/16 11:41:15 michael.s.gallagher@noaa.gov	Revision Reasons:	removed transits	
	Transit Day From	1	
	Transit Day To	1	
2012/07/12 17:24:58 michael.s.gallagher@noaa.gov	Revision Reasons:	made period match DAS	
	End Date	2013/9/30	2013/6/22

Figure 12 – Project Ship Plan Window

5.1.4 Add / Remove a Project Ship Plan from Allocation & Scheduling Tool.

To observe how the overall Fleet schedule and related budget changes with/without certain projects, a PASS User (VC, LO Rep, OMAO Rep) can *add* or *remove* the projects/plans on the Allocation & Scheduling Tool (Figure 11).

The screenshot shows a software window titled "Project Ship Plan". At the top, there are four tabs: "Add/Remove Plan" (which is selected), "Manage Plan Status", "Edit Ship Plan", and "Revision History". Below the tabs, there's a section titled "Add to Scheduler" with a "Scheduler" icon. A tooltip message states: "Adding a project to the scheduler will help to see its impact on the fleet allocation and schedule. When a project is added to the scheduler, it doesn't mean it is approved. To approve a project, please use the 'Manage Status' function." Underneath this, there's a section titled "Manage Ship Request Status". It contains two main boxes: "Current Status" and "New Status". The "Current Status" box shows "Certified by OU VC & Submitted to LO REP" and "Comments: (read-only)" with the note "VC Submit Requests to LO REP in batch". The "New Status" box has a dropdown menu set to "... select ..." and a "Comments:" text area with a "Submit" button below it.

Figure 13 – Add a Project Ship Plan to Scheduler

Project Ship Plan

[Add/Remove Plan](#) [Manage Plan Status](#) [Edit Ship Plan](#) [Revision History](#)

Remove from Scheduler

 Removing a project from the scheduler will help to see its impact on the fleet allocation and schedule. When a project is removed from the scheduler, it doesn't mean it is rejected. To reject a project, please use the 'Manage Status' function.

Manage Ship Request Status

Current Status: Certified by OU VC & Submitted to LO REP Comments: (read-only) VC Submit Requests to LO REP in batch	New Status: -- select -- Comments: <input type="button" value="Submit"/>
--	---

Edit Plan Details

Project Name: ACL Surveys in Hawaiian Archipelago - Reef Fish Survey

Schedule Level: Line Office REP's Plan Fiscal Year: 2013 Project Area: Hawaiian Islands

Line Office: NMFS Org Unit 1:PIFSC Priority Order:7 Primary/Piggyback: Primary

Piggyback Notes: undefined

Piggyback 1:

Piggyback 2:

Vessel Type: NOAA vessel Vessel: Oscar Elton Sette Charter Vessel can be an Alternative: Y

Days At Sea: 21 Sea Days Min: 21

Time Period: 2013 Jun 1 00:00 - 2013 Jun 21 23:59

Staging Port: Ford Island Staging Days: 2 Transit Days from: 0

Destaging Port: Ford Island Destaging Days: 1 Transit Days to: 0

Intermediate Ports:

Funding Source and Amount: NMAO Fund \$ NOAA Program Fund \$

Figure 14 –Remove a Project Ship Plan from Scheduler

1. Double click on the icon of the Allocation & Scheduling Tool on the PASS desktop	Note
2. Set criteria in the left panel,	e.g. Schedule Level = Science Center VC's Plan Fiscal Year = 2013 Org Unit = PIFSC
3. Click on the 'Search' button	
4. The ship plans should show up in both the project grid (the left panel) and the Scheduler (the right panel)	
5. Click on the 'Select' icon in the grid to open the Plan record in a popup window – “Plan Edit Window”	Or click on the event bar on the scheduler to open the record in the Plan Edit Window

6. For projects currently <i>shown</i> on the scheduler, you will see a  at the top of the Plan Edit Window;	For projects currently <i>not shown</i> on the scheduler, you will see a  at the top of the Plan Edit Window;
7. Click on the ‘Remove from Scheduler’ image button  at the top of the Plan Edit Window.	Or Click on the ‘Add to Scheduler’ image button  at the top of the Plan Edit Window.
8. System will <i>remove</i> the project from the scheduler and the project will be marked with a red mad face icon 😠	System will <i>add</i> the project to the scheduler and the project will be marked with a yellow smile icon 😊

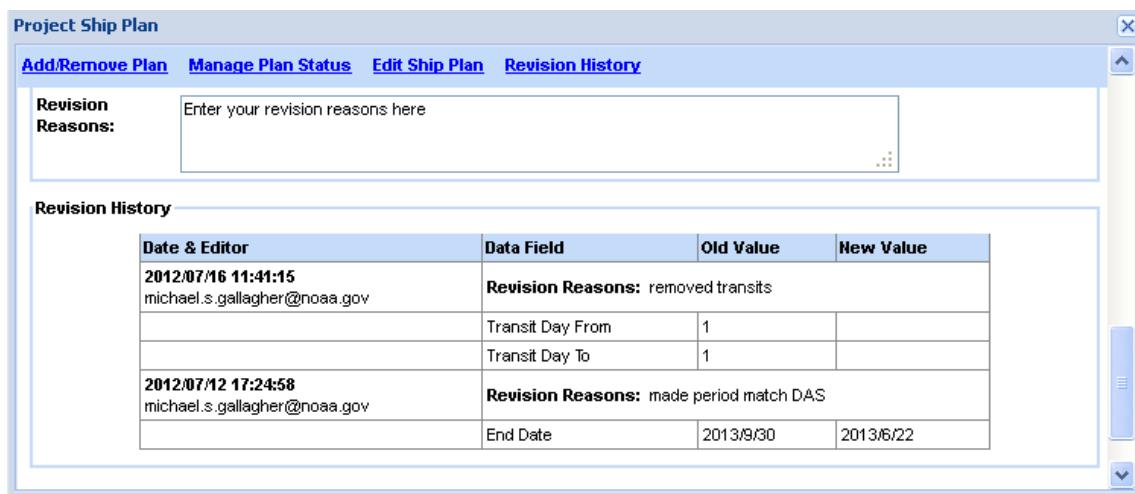


Figure 15 – Project Ship Plan changes are tracked and recorded

5.1.5 View Ship Time Request Record Revision History.

1. Double click on the icon of the Allocation & Scheduling Tool on the PASS desktop	Note
2. Set criteria in the left panel,	e.g. Schedule Level = 'Science Center VC's Plan' Fiscal Year = 2013 Org Unit = 'PIFSC'
3. Click on the ‘Search’ button	
4. The ship plans should show up in both the grid (the left panel) and the Scheduler (the right panel)	
5. Click on the ‘Select’ icon in the grid to open the Plan record in a popup window - ‘Plan Edit Window’	Or click on the individual project event bar on the Scheduler to open the ship request record in the Plan

	Edit Window
6. Scroll down to the ' Revision History ' section at the bottom of the Plan Edit Window.	

5.1.6 VC's submit to LO Rep, LO Rep's Submit Ship Plans to OMAO Rep.

1. Double click on the icon of the Allocation & Scheduling Tool on the PASS desktop	Note
2. Set criteria in the left panel,	e.g. Schedule Level = 'Science Center VC's Plan' Fiscal Year = 2013 Org Unit = 'PIFSC'
Click on the 'Search' button	
3. Project Ship Plans will show up in both the left panel grid and the Scheduler (the right panel)	
4. Click on the 'Select' icon in the grid to open the Plan record in a popup window - 'Plan Edit Window'	Or click on the project event bar on the Scheduler to open the record in the Plan Edit Window
5. Select ' Certified by OU VC and Submitted to LO REP ' from the "New Status" dropdown list	
6. Select ' Certified LO Rep and Submitted to OMAO REP ' from the "New Status" dropdown list	
7. Enter some notes in the 'Comments' box	
8. Click the 'Submit' button	

6. The Budget Tool

The Budget Tool accepts annual fiscal year budget parameters: NOAA Fleet O&M, OMAO base-funded sea days for OMAO operational needs, OMAO Variable Day Rates for NOAA Ships, and allocation of OMAO base-funded sea days to Line Office projects. These data are entered at the LO and OMAO role level and informs the **Project Prioritizer Tool** and the **Scheduler Tool**.

Budget Management

Fiscal Year:

Budget Category:

Budget Details:

Ship Name	DAS Rate	NMFS Base Days	NOS Base Days	OAR Base Days	Climate Base Days	NWS Base Days	NESDIS Base Days
Reuben Lasker	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Henry B. Bigelow	\$ <input type="text"/> 14,859	<input type="text"/> 117	<input type="text"/>				
Ronald H. Brown	\$ <input type="text"/> 18,823	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Delaware II	\$ <input type="text"/> 10,000	<input type="text"/> 63	<input type="text"/>				
Oscar Dyson	\$ <input type="text"/> 15,211	<input type="text"/> 163	<input type="text"/>				
Fairweather	\$ <input type="text"/> 17,186	<input type="text"/> 0	<input type="text"/>				
Nancy Foster	\$ <input type="text"/> 8,665	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Miller Freeman	\$ <input type="text"/> 10,000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gordon Gunter	\$ <input type="text"/> 10,771	<input type="text"/> 126	<input type="text"/>				
Ferdinand R. Hassler	\$ <input type="text"/> 15,318	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hi'ialakai	\$ <input type="text"/> 12,415	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thomas Jefferson	\$ <input type="text"/> 9,368	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ka'imimoana	\$ <input type="text"/> 11,778	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
McArthur II	\$ <input type="text"/> 10,000	<input type="text"/> 0	<input type="text"/>				
Okeanos Explorer	\$ <input type="text"/> 14,185	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Oregon II	\$ <input type="text"/> 7,333	<input type="text"/> 110	<input type="text"/>				
Pisces	\$ <input type="text"/> 13,710	<input type="text"/> 143	<input type="text"/>				
Rainier	\$ <input type="text"/> 11,716	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Oscar Elton Sette	\$ <input type="text"/> 10,916	<input type="text"/> 96	<input type="text"/>				
Bell M. Shimada	\$ <input type="text"/> 14,421	<input type="text"/> 139	<input type="text"/>				
Gloria Michelle	\$ <input type="text"/> 10,000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line Office Total:		\$12,024,657					

Figure 16 – Budget Tool inputs NOAA Ship O&M budget and allocation of OMAO base-funded days to LOs

7. Project Prioritizer Tool

The Project Prioritizer Tool allows the authorized user to perform management study and analysis. The tool provides the capability to display Ship Project Request blocks and facilitates “what if” adjustments to project priority order at associated funding levels to overall OMAO and LO budget scenarios (1 – n) in real time (Figure 15).

The Project Prioritizer “**Schedule Level**” displays project blocks that are submitted by VC’s and validated (accepted) by the LO Rep or submitted by LO Rep to OMAO Rep.

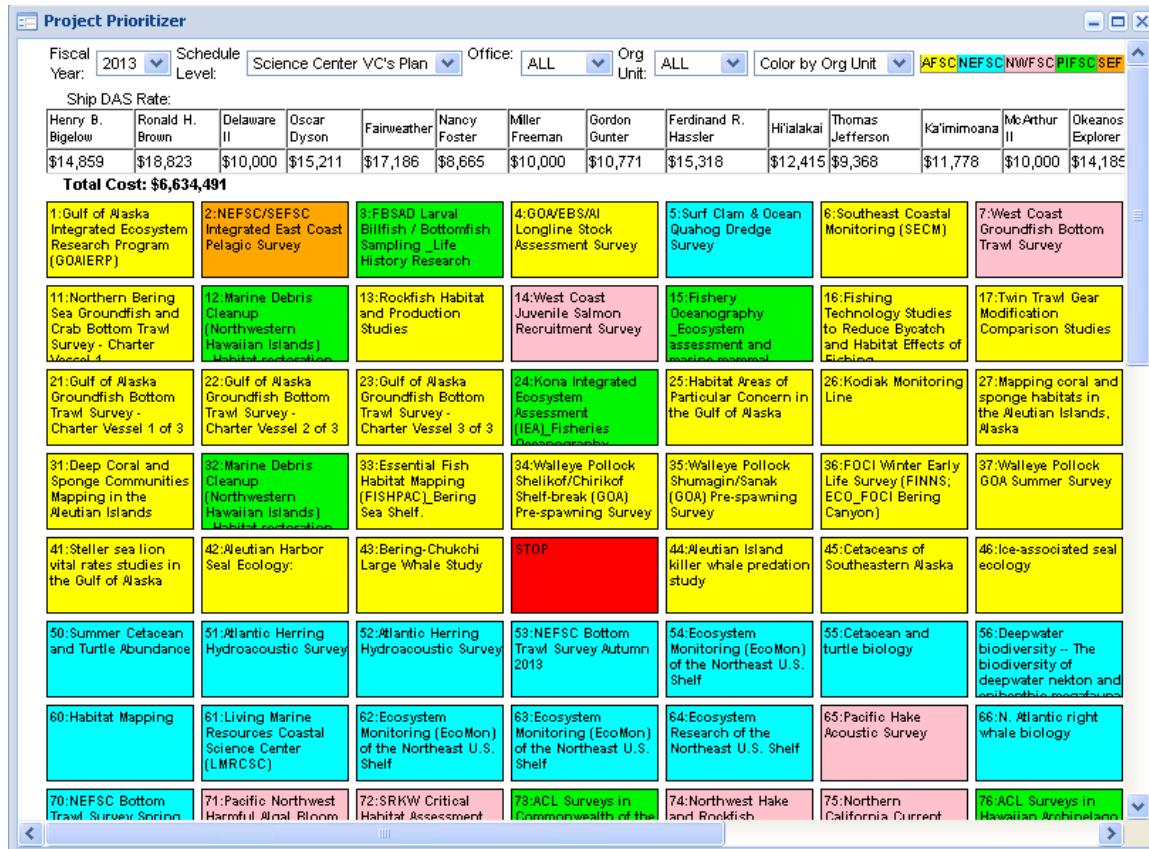


Figure 17 –Prioritization Blocks and Fleet/LO Budget Calculations

1. Double click on the icon of the Project Prioritizer Tool on the PASS desktop	Note
2. Set search criteria	e.g. Schedule Level = 'Science Center VC's Plan' Fiscal Year = 2013 Org Unit = 'PIFSC'
3. Choose ' Load Projects ' from the ' Action ' dropdown list to show Ship Time Request Records in an ordered project grid (1-n list)	Ship Plans available at this level will show up in grid.
4. Move (" Drag/Drop ") the projects that have higher priority towards the upper left of the grid, lower priority ones towards lower right of the grid.	Repositioning project blocks will cause changes in budget summaries.
5. Choose ' Save Results ' from the ' Action ' dropdown list to save your prioritization result to the database.	

8. Output Draft Fleet Allocation Plans and OMAO/LO Funding Summary

The **Scheduling Tool** displays draft Fleet Allocation Plans and estimates Line Office costs from OMAO base-funds and program-funds for the ship platform and number of operational sea days and science mission days-at-sea planned or scheduled.

8.1. Display Search Results on the Scheduler

PASS will automatically display search results on the Scheduler.

If you get 3 projects from the first search, the Scheduler will display the 3 projects.

If you do another search and get another 5 projects back, the scheduler will display the 5 projects together with the 3 projects from the first search.

If you don't want the next search result displayed with previous search results, you need to use the '**Clear Scheduler**' function (Figure 16) of the '**Action**' dropdown list.

If at some point, you need to make sure all the projects currently shown in the search result grid are shown on the Scheduler, you need to use the '**Load Search Result**' function.

Please note: When you do a search, the projects marked with the red "sad face" icon 😞 won't be displayed on the Scheduler because the system helps you track what you may not want to add to the schedule.

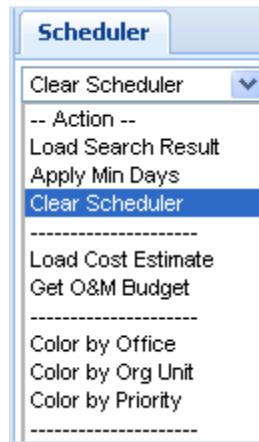


Figure 18 –Scheduler Dropdown Actions

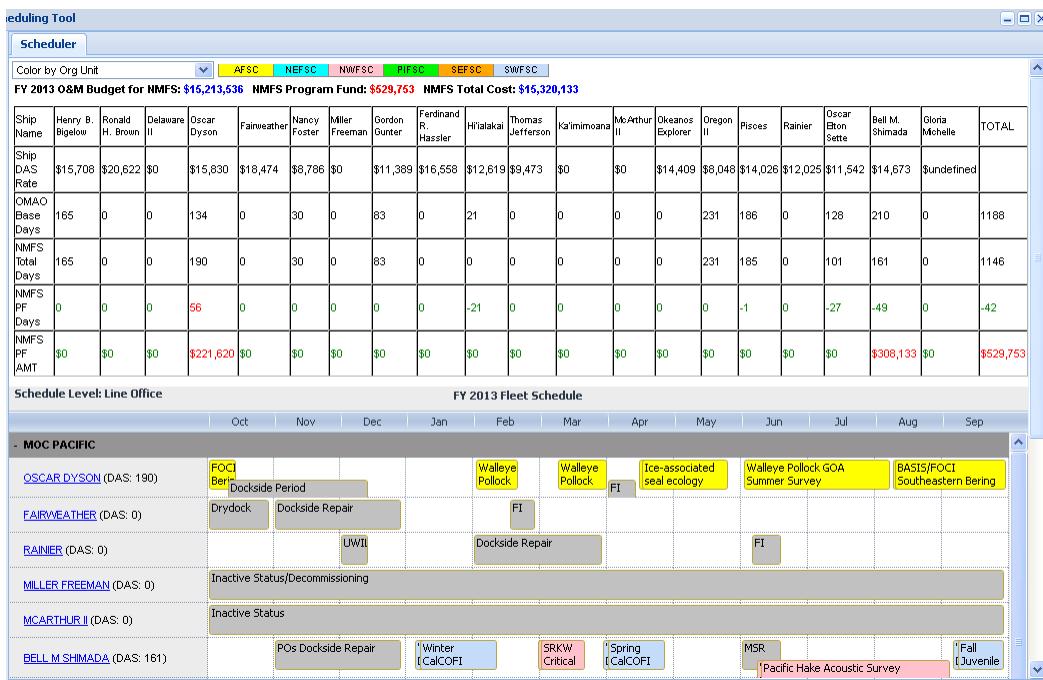


Figure 19 –Fleet Scheduling Window

9. PASS Application Testing

This User's Guide was prepared for OMAO staff and Line Office vessel coordinators to introduce PASS application and the online tools for collecting, managing and certifying principal investigators' ship time requests in the FY14-FY16 Data Call. Test Schedule:

- October 22-31, 2012
 - PASS application is released to OMAO and FWG members for testing purposes.
- November 1-5. 2012
 - PASS hands-on training for FWG members.
- November 6-30, 2012
 - FY14-FY16 OMAO Data Call.
 - Authorized PIs review, update FY14-15 project requests and create FY16 ship time requests.
- December 2012 to January 2013
 - FWG members will test PASS prioritization and scheduling modules to manage changes to the September 17, 2012 (signed) FY13 FAP as the final appropriation or OMAO operating budgets become known.
- February 2013
 - Presentation to Fleet Council on test results and FWG/LO feedback.

PASS Line Office Organization Units

NMFS Fisheries Science Centers	
	Alaska Fisheries Science Center (AFSC)
	Northeast Fisheries Science Center (NEFSC)
	Northwest Fisheries Science Center (NWFSC)
	Pacific Island Fisheries Science Center (PIFSC)
	Southeast Fisheries Science Center (SEFSC)
	Southwest Fisheries Science Center (SWFSC)
NOS Programs	
	Coastal Services Center (CSC)
	National Centers for Coastal Ocean Science (NCCOS)
	Office of Coast Survey (OCS)
	Office of National Marine Sanctuaries (ONMS)
OAR Programs & Laboratories	
	Climate Program Office (CPO)
	National Sea Grant Program (NSGO)
	Office of Ocean Exploration (OE)
	Air Resources Laboratory (ARL)
	Atlantic Oceanographic and Meteorological Laboratory (AOML)
	Earth System Research Laboratory (ESRL)
	Geophysical Fluid Dynamics Laboratory (GFDL)
	Great Lakes Environmental Research Laboratory (GLERL)
	Pacific Marine Environmental Laboratory (PMEL)
NESDIS Programs	
	Office of Satellite Operations and Research (STAR)
NWS Programs	
	National Data Buoy Center (NDBC)
OMAO (Non-NOAA) Customers	
	Bureau of Ocean Energy Management (BOEM)
	Environmental Protection Agency (EPA)
	National Science Foundation (NSF)
	Office of Naval Research (ONR)
	US Army Corps of Engineers (USACE)
	US Geological Survey (USGS)

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NMFS	vincent.guida@noaa.gov	PI
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NOS	david.holst@noaa.gov	LO
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OAR	emily.mcdonald@noaa.gov	PI
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OAR	molly.baringer@noaa.gov	PI
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OAR	patricia.k.quinn@noaa.gov	PI
OAR	phyllis.stabeno@noaa.gov	PI
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OAR	ray@olemiss.edu	PI
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OAR	richard.e.hester@noaa.gov	LO, VC
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OAR	rik.wanninkhof@noaa.gov	PI
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OAR	robert.w.embley@noaa.gov	PI

OAR	rweller@whoi.edu	PI
OAR	ryan.smith@noaa.gov	PI
OAR	sidney.thurston@noaa.gov	LO
OAR	simone.r.alin@noaa.gov	PI
OAR	spomponi@hboi.fau.edu	PI
OAR	stephen.r.hammond@noaa.gov	PI
OAR	steven.c.hankin@noaa.gov	PI
OAR	tim.bates@noaa.gov	PI
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OAR	william.w.chadwick@noaa.gov	PI
OMAO	james.w.o'clock@noaa.gov	OMAO

*PASS assigns Users and User Roles varying levels of read/write privileges that are linked to line office, user email address, and authorized role.

Please forward questions regarding access issues, or to add new individuals and their role to wei.qiu@noaa.gov.